COLUMBIA UNIVERSITY LIBRARIES

DEPARTMENT OF SPECIAL COLLECTIONS

Annual Report, 1967-68

Submitted by

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I. Introduction.

On February 1, 1968, Charles W. Mixer assumed overall administrative responsibility for the Department of Special Collections (Rare Books and Manuscripts, Columbiana, Archive of Russian and East European History and Culture, and the Herbert H. Lehman Papers), with the title of Assistant Director of Libraries for Special Collections. Major priority will be given to improving physical facilities for the present and future, preparing departmental budgets, studying staffing requirements, preparing gift agreements, and serving as liaison with the central library administration.

Since the demise of Roland Baughman in August 1967, Kenneth A. Lohf has become the Libraries' specialist in scarce printed materials, autograph items, and special bindings. The latter now assumes increasing responsibility for the development and maintenance of the rare book and manuscript collections, with a title which recognizes and emphasizes his expertise - Librarian for Rare Books and Manuscripts.

In the February 1968 issue of Columbia Library Columns, Dr. Logsdon, after announcing the changes indicated above, went on to explain that "Mr. Mixer will again be working closely with the Council of the Friends as Secretary-Treasurer, and will be assisting the Council and its Chairman, Dr. Morris H. Saffron, in program planning and in taking responsibility for the full range of activity associated with the organization. He will be assisted in this by Kenneth Lohf as time and circumstances require." A report on the Friends' year will be available separately.

II. Rare Book and Manuscript Collections.

A. Development and Maintenance.

Sale of Duplicates: Over the years the Department of Special Collections acquired many gift books, largely by gift, but sometimes as part of collections which were purchased. They approach 5,000 in number. With increasing need for shelf space, we asked for and secured approval by the Director of Libraries for a gradual sale or exchange of these items to reputable rare book dealers or to Libraries. Our Typographic Library and the Seligman Collection contain the largest number of these unneeded duplicates. Following negotiations conducted by Mr. Lohf, 850 were sold or exchanged during the year. One of the New York City book shops has paid a little over $6,000 for some of the volumes. The funds have been placed in a new Special Collections Duplicates Fund for use in purchasing desirable items when they come to the market.

Stack 15 put in shape: Special Collections secured the use for a week of the two summer task force men who are on the staff of Alfred H. Lane in the Acquisitions Department. Under the guidance of Kenneth Lohf, they sorted piles of large framed pictures from the Typographic Library and from other sources. The smaller part of them, which were to be kept, were placed in a caged area on Stack 15 (which previously had been cleared).

The balance of them, along with a quantity of junk which had accumulated, were removed and discarded. As a result of this (and other clearance work carried out by the Butler Librarian), Stack 15 is in the cleanest and most orderly condition it has been for many years.

Preservation work: Information about the regular binding work done for the Rare Book and Manuscript Collections is given in Mr. Lohf's annual report. From it, I will call attention here only to the fact that the bindings of 150 leather bound books were treated with a special formula oil. It is our intention to make this a continuing part of our preservation work.

The Department's major project in this category is a special one for this summer, involving the mounting or remounting of Columbia's Papyrus Collection. The latter, which numbers more than 500 specimens, is considered to be among the most important in the United States. With funds provided by the Libraries and by the University administration, a graduate student papyrologist is doing the work, which involves placing the papyri between sheets of safety glass and sealing the edges with a smooth-surface white adhesive tape. The priority established was as follows: (1) Remounting papyri which are now between sheets of old style glass that is broken or damaged; (2) Mounting those which have never been mounted; (3) Remounting the rest of the collection which, at some time in the past, had been placed between sheets of tinted glass. (Whatever the original reason for using tinted glass, the color reduces the legibility of the text - a matter which is often of critical importance.)

Development of the Rare Book and Manuscript holdings: Detailed figures are given in the Statistical Reports which follow. However those which are used by the Coordinator of Cataloging as part of the official holdings count for the Libraries are as follows:

	Holdings 1966-67	Added in 1967-68	Withdrawn in 1967-68	Net holdings 6/30/68
1. Standard printed materials				
Books	225,105	3,511	0	228,616
Printed items, accessible but uncat.	58,412*	537	1,623	57,326
Book dealer or auction catalogs	ca.13,300	ca.500	0	ca.13,800
2. Manuscripts				
Master's essays	4,524	102	0	4,626
Doctoral dissertations	10,441	635	0	11,076
Books, letters, diaries, etc.	4,831	2	0	4,833
3. Other materials				
Memoirs (Oral History)	994	205	0	1,199
Totals	317,607	5,492	1,623	321,476

Separate from the above were the addition in 1967-68 of the following:

* Revised estimate

61 individual manuscripts
16,150 manuscripts added to existing collections
28 manuscript collections, containining approximately 130,000 items (a major increase over 1967-68)

Budget, 1967-68:

A. Personnel

Professional (5 2/3)	$ 45,950	
Supporting (4)	19,260	
Gen. Assts. (6,300 hrs. @ $ 1.70)	10,710	
Total for personnel		$ 75,920

B. Books, Periodicals and Binding

1. Income of Corporation		
#293 Spec.Coll.bks.	$ 2,430	
#294 " " period.	400	
	2,830	
#1293 Spec.Coll.binding	3,000	
		5,830
2. Endowed accounts		
#4293 Bancroft	$ 5,000	
#429 Epstean	710	
#450 Kevorkian	2,500	
#482 Smith	3,890	
#483 Strassburger	154	
#484 Ulmann	730	
#497 Lodge	9,900	
		22,884
3. Gift accounts		
#532 Gen.Purchase of Bk. gift	$ 100	
#533 Friends of Lib.	100	
#536 Engel Gift	1,300	
		1,500
Total for Books, Periodicals and Bindings		# 30,214

Budgeted funds by type of source

A. Income of corporation		
Personnel	$ 75,920	
Bks., period. & binding	5,830	
Total		$ 81,750

B. Endowed funds	
Bks., period. & binding	$ 22,884
C. Gift funds	
Bks., period. & binding	$ 1,500
	$ 24,384
Grand total A, B, & C	$106,134

Purchases: Supplementing the budgeted funds, additional funds were made available so that certain books, manuscripts, and materials could be secured. The sources were as follows:

A. Income of coporation		
#293 Spec.Coll. books	$ 4,000	
#350 Books and serials	1,525	
B. Endowed funds		
#400 Bancroft	3,425	
#4293 Bancroft	850	
C. Gift funds		
#533 Friends of the Lib.	1,350	
Total		$ 11,150

Other purchases of items (non-book or manuscript) were as follows, by category:

Special archival boxes for holding manuscripts (#4293)	$ 750	
White mss. folders (#4293)	737	
Total		$ 1,487

Binding: The allocation for binding for the year remained at the same figure in 1967-68 as in the preceding year: $3,000.

This constitutes one of the problem areas for Special Collections and will need study before submission of the Department's budget request for 1969-70. The allocation should be large enough for the following:

(a) to take care of current needs
(b) to reduce and eliminate in the near future the backlog of items awaiting binding, repairs or slip cases
(c) to pay for the year's for document storage boxes.

At present the allocation is not covering even (a) of the categories above.

B. Bibliographic control.

1. Printed materials.

Of the 4,048 volumes added to the collections, 3,511 were cataloged. By means of the addition of a long-needed additional part-time cataloger (Mr. Crystal), the Ulmann, Mosher, and Rackham collections were cataloged. Attention should now be turned to cataloging arrearages in the Seligman, the David Eugene Smith, and the Science Transfer collections. The total

cataloged holdings as of June 30, 1968, are 228,616 volumes. Approximately 25 o/o more (57,326 volumes) are not cataloged and must be so processed as soon as possible.

2. Manuscripts.

During 1967-68, approximately 145,665 letters and manuscripts were processed. Special mention should be made of the fact that work has been completed on the John Jay Papers and on the Jay Family Papers - a project which has been under way for nearly ten years.

C. Reference and Circulation Services.

Due principally to the campus disturbances in April, May, and early June, which were widely publicized in the news media, readers were deterred from coming to Special Collections or, sometimes when they did, found the Library building under emergency closing. As a result, attendance and use both showed a decrease for the year.

	Reader visits	Mss. used	Bks. used
1966-67	5,538	401,359	11,298
1967-68	4,597	265,568	9,299

When the history of that period in the life of the University is written, cognizance of this "cost" to scholarly research should be given.

Part III. Current or Future Problems.

A. Physical facilities.

1. Environment control.

The most pressing need is for physical quarters with temperature-humidity controls which will protect the rare books, manuscripts, art works, papyri, leather and vellum bindings which have been entrusted to the University in the past and which will come to us in the future. In January of this year Assistant Professor Ann B. Harris of the Department of Art History and Archaeology wrote to protest the lack of proper care for some of the late 16th century and 17th and 18th century Italian publications which she had recently used. "All still had their original vellum bindings and all were evidently in excellent condition at the time they entered the university collections. All were suffering from the effects of being stored in an excessively dry atmosphere. In fact in ten years of research (mostly carried out in Europe - I am English) I have never seen books of their date in such a fragile state. The vellum had dried out and was beginning to crack and split. As it had also shrunk, it had caused the end boards to buckle, and this in turn had strained and split the spines, which are weakened too by the glue having dried out completely. It pained me to turn the pages. I felt most of the books I used should not have been available for use at all."

In addition we should provide airconditioning for the researchers, who consult the materials in the reading room, and for the members of the pro-

fessional and supporting staffs who work alternately in the reading room and in work areas in the stacks. Both areas are unfortunately interior ones with no windows.

2. Space problems.

In addition to the substandard environmental factors referred to above, the users of the collections have to consult the materials at narrow (3-foot wide), shallow (35-inch deep) "study desks" placed end to end along most of the length of the north and south walls of the reading room. Larger and more comfortable desks are needed.

The statements just made apply likewise to the inadequate desk work-space for the members of the staff who have to do their work in the stacks. Furthermore a glass-partitioned room should, in the new quarters, be part of the Special Collections reading room area for the use of the professional staff member who is on duty to assist readers. Such guidance and also telephone reference questions can then be handled without the noise disturbing readers.

Shelf space for the growing book collections and the rapidly expanding manuscript collections is dwindling and will require a sizable expansion within a few years.

B. Staff.

The current operations staff requirements - number and level - will be discussed as part of the next budget request. A matter of separate concern, which would affect staffing in the Cataloging Department more than in Special Collections, has to do with the need to find in the General Stacks and to transfer to Special Collections thousands of volumes which should be given protection because of their rarity or importance. Although individual volumes have been so transferred when faculty members or others have brought them to our attention, there has been no opportunity to make a concerted attack on this problem. (The situation is probably similar to Yale's, for example. There they transferred 2,300 volumes from the general stacks to the Beinecke Library last year, as part of a continuing program.)

C. Book and binding funds.

The amount of income of corporation funds provided for book and manuscript purchases and for binding has apparently changed very little over the past several years. This will be studied and initial recommendations made in the next budget request.

Mention should be made here, however, of the fact that a policy decision should be made with reference to the source of funds for the relatively large number of costly archival boxes and manuscript folders ($1,500 per year). Since they are purchased for the protection and preservation of manuscripts, there would be merit in charging them to the Special Collections binding allocation - after the allocation has been increased by the amount needed to accomplish this. Because more than half of the manuscripts are American historical, the additional funds provided could be a mixture of Bancroft and income of corporation. The policy decision to this effect would eliminate the present question - each time a new order for the boxes is being placed - as to what account is to be charged for the order.

III. Columbiana.

A. Statistical Report.

The accompanying sheet gives the pertinent data, pertaining to the size and growth of the collections. It should be noted here, however, that Columbiana's own "Annual Report-Statistics" data sheet for 1967-68 (herewith) has been completely revised and rearranged by Miss Bonnell and Mr. Mixer to bring together related data for greater clarity and ease of use.

B. Summary of the Year's Work.

1. Development and Maintenance of the Collections.

Among the acquisitions were several of note bequeathed by Geraldine Carmalt, a descendant of President Samuel Johnson: (a) a Bible (1572) containing genealogical notes in Johnson's hand, (b) 14 letters written to William Samuel Johnson and to other members of the family, and (c) memorabilia of Samuel Johnson and William Samuel Johnson. 28 honorary-degree hoods of President Grayson Kirk were presented for addition to the fairly sizable collection of academic robes and hoods. Upon the recommendation of Miss Bonnell, a former supplies closet was converted with clothes rods and the entire collection of academic regalia has now been unpacked from assorted boxes and hangs in the new closet.

2. Bibliographic Control.

An index has been prepared for Columbia College Today, vols. 8-16, so that the useful material therein can be located readily. Three manuscript collections were processed: Alexander Smith; contracts and correspondence concerning 1951-53; and Seth Low Junior College correspondence and records (two boxes).

3. Reference and Circulation Services.

Due to the campus disorders from April to June, both attendance figures and use figures showed a decline from the preceding year. The reading room was closed completely on five days between April 22 and May 3. Student demonstrators entered Columbiana on the first night of the occupation in Low Library. Although no damage was done, the ceremonial shovels used at the groundbreaking for Butler Library and Ferris Booth Hall disappeared.

C. Problem Areas.

1. The greatest single need for Columbiana is airconditioning to protect the documents which have come to us from the University's past and the period furniture and paintings purchased by Mr. Prentis and Mrs. Murphy for installation in the King's College Room. Donald Anthony and I believe that the equipment could be installed above the false ceiling of the King's College Room and hence would not mar the appearance of that room or of the Columbiana reading room.

2. The next item in importance is to remove to Columbiana items needed from Room 10 in the basement and then to have the remainder of the material removed as unwanted. Retention of the room is open to question.

3. A specified amount needs to be made available to Columbiana (a) for binding and especially (b) for lamination, microfilming or other preservation for unique historic items which are not replaceable but which are endangered by use. A request for such funds will be made in the next budget.

Eventually the question should be raised with the University administration as to whether a program should be undertaken which would give the central files archival care and control.

IV. Archive of Russian and East European History and Culture,

and

V. Herbert H. Lehman Papers.

The developments and activities in both of the above-indicated collections are well described in the annual reports of the respective curators, which follow.

Rare Book and Manuscript Collections

(Kenneth A. Lohf)

Part I: Statistical Reports

Table 1

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1967/68

Department: Special Collections Reported by: Kenneth A. Lohf Date: July 1968

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
I. STANDARD PRINTED MATERIALS	———	———	———	———
Books	225,105 (c)	3,511 (c)		228,616 (c) (*)
Serials				
TOTAL (Books & Serials)				
College Catalogs				
Music Scores	ca. 350			ca. 350
Newspapers				
Technical Reports				
Trade (Manufacturers) Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	ca. 58,412 (*) ~~ca. 60,392~~ revised estimate	537	1,623	ca. 57,336 (*) ~~ca. 65,314~~
Book Dealer / Auction Catalogs	ca. 13,300	ca. 500		ca. 13,800 (*)

(*) These categories included in Cataloging Dept. summary of holdings.

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Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. MANUSCRIPTS	———	———	———	———
Reports for Bachelor's degrees	384 vols			384 vols.
Master's essays	4,524 vols	102		4,626 vols. (*)
Doctoral dissertations	10,441 (c)	635		11,076 (c)
Music				
Books, letters, dairies, etc.	4,831	2		4,833 (*)
Other (please specify)				
Manuscript Collections (ca. 3,130,600 items)	472	28		500
Cuneiform Tablets	ca. 500			ca. 500
2. MICROTEXT	———	———	———	———
Microfilm	661 reels	10		671 reels
Microcards				
Microprint				
Microfiches				
Other (please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Year
4. AUDIO-VISUAL MATERIALS	___	___	___	___
Films				
Phonograph records	569			569
Slides	ca. 100			ca. 100
Tape recordings (spool,reel)	325			325
Other (Please specify)				
5. OTHER MATERIALS	___	___	___	___
Broadsides	2,051			2,051
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1,370	5		1,375
Memoirs (Oral History)	994 vols.	205 vols.		1,199 vols.
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	ca. 5,500			ca. 5,500
Tests				
Other (Please specify)				
Epigraphy Specimens	159			159
Papyri	ca. 700			ca. 700
Ostraca	ca. 500			ca. 500

Table 2

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Year beginning July 1, 1967. Library Special Collections

(See Instructions on Verso)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia, Including Affiliates
		Books	Manuscripts		
Jul		696	41,283	334	8
Aug		570	21,612	199	
Sep		418	20,965	356	
Oct		786	5,809	250	3
Nov		934	17,605	61	7
Dec		864	15,012	92	
Jan		1,039	23,789	184	702
Feb		900	20,892	298	9
Mar		988	29,130	317	1
Apr		1,065	35,987	149	4
May		547	13,636	361	3
Jun		492	19,748	217	
Totals		9,299	265,568	2,818	737

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at 5,000 items. (Briefly indicate the manner in which this estimate was made in the space provided below).
This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the pages responsible for shelving these materials.

Name of staff member responsible for this report: Kenneth A. Lohf

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Part 2: Summary of Year's Work

1. Development of the Collections

This has been a significant year in terms of the rarities, both printed and in manuscript, that have been added to the collections. The gifts and important purchases have been enumerated and described in "Our Growing Collections" in the November 1967, February 1968, and May 1968 issues of Columbia Library Columns.

During the year we expended $36,817.97, of which $31,867.41 represented funds allotted to the department, while $4,950.56 came from funds not allotted to Special Collections. Acquired by these means were 240 books, 14 manuscripts, and 5 collections. Five appraisals were also charged to our accounts. A more detailed break-down is given in the Appendix following Part 3.

Each year by means of gift we acquire for research significant books, manuscripts, and collections which we would not normally be able to add to our resources by any other means. This year there were 106 donations totaling $171,873.00 in appraised or estimated value. There were numerous gifts on hand at the end of the year awaiting appraisal, but because of campus disturbances we were not able to have them appraised, and, consequently, they are not included in these totals.

Duplicates. Following a practice that has been employed for many years among our sister institutions, we have begun to dispose of our duplicate books, and this year we have either exchanged or sold 850 volumes. Virtually all of our collections have yielded duplicates over the years as they were sorted and cataloged, and the total number of duplicates may now reach 5,000 volumes. The largest group of duplicates comes from the Typographic Library, so it seemed natural to begin with that collection first.

In May the Chiswick Book Shop of New York City purchased 565 volumes for $6,062.50, and the owner is presently selecting further items for purchase. By means of this initial sale we have set up a Special Collections Duplicates Fund (Account No. 0311-501-4068), a non-reverting fund for the purchase of significant books and manuscripts that could not normally be acquired through our regular funds. We have also exchanged some of our scientific and literature duplicates for desirable items offered to us by Seven Gables Bookshop and F. Thomas Heller, and we plan to continue with this procedure as long as we have suitable materials to exchange. The disposal of our duplicates has several advantages: it provides us with funds that can be used when unusual purchase opportunities arise; it makes available to other institutions and collectors books that are now, in many instances, virtually unobtainable; and it eases our space problem.

Exhibitions. The following public exhibitions were on view in the 3rd floor exhibition area in Butler Library:

"Original Drawings and Paintings by Boris Artzybasheff," May 25 - Sept 30, 1967.

"The Engel Collections: Presented by Solton and Julia Engel," Oct 2 - Dec 15, 1967.

"The Arthur Rackham Centenary" Drawings and Watercolors Presented by Mr. and Mrs. Arthur C. Berol," Dec 15, 1967 - Feb 15, 1968.

"Oral History - The First Twenty Years," and "The War for Independence in Peru," Feb 20 - June 17, 1968.

"American Posters from the Engel Collection," June 18, 1968 - .

2. Bibliographic Control

Printed Materials

The collections have been increased this year by the addition of 4,048 volumes, of which 3,511 are cataloged and 537 uncataloged.

Cataloging. As in past years, the cataloging of printed materials has

included titles from new as well as previous acquisitions. An additional cataloger, Mr. Bernard [illegible]stal, was assigned part-time to the cataloging of books for Special Collections, and during the year he cataloged the Ullman, Marker, and Rackham collections. As a result, we are happy to report that nearly 900 more volumes were cataloged this year than last year. We are hopeful that we may continue to have our arrearages reduced, and we recommend that special attention be paid to the uncataloged books in the Smith, Seligman, and Science Transfer collections.

In last year's report we noted the project of typing bibliographical records for uncataloged and previously unlisted book collections. With the completion of typing records for the James Kent Library in spring, we are pleased to report that all of our uncataloged rare book collections have now been brought under bibliographical control. Although this type of record does not supplant full cataloging, it will be of considerable assistance in our acquisitions program and will help to eliminate the possibilities of purchasing duplicates.

The total recorded, cataloged holdings as of June 30, 1968, in printed material stands at 228,616 volumes. Uncataloged printed materials number approximately 66,164 volumes.

Catalog Cards and Files. During the past year we have reconsidered many of our work routines with a view toward reducing the staff hours spent on the various time-consuming bibliographical and physical tasks. This review was necessary in view of our increasing holdings and services. The department has maintained separate shelf and stack lists, the latter being a duplicate of the shelf list and filed near the books themselves; it was inaugurated more than twenty years ago when our stacks were separated from the Reading Room by four floors. Therefore, during the year we have collated the two catalogs and discarded the stack list. This change will also reduce

the work of the card processing department of the Cataloging Department.

We have also discontinued checking new catalog cards against the books they represented. Although this practice helped to maintain the standard of accuracy one expects of a rare book department, it was abandoned because we realized that the time spent on this project by professional and clerical staff, as well as the space taken by this collection of books "waiting-for-cards," was not worthwhile in terms of the number of errors discovered. Therefore, in the future this department will deal with cataloging errors only when they are brought to our attention.

Finally, the decision by the Cataloging Department to discontinue classifying doctoral dissertations for Special Collections will enable us to shelve them immediately when they enter the department. They will now be shelved by year and within the year alphabetically by author.

Binding and Maintenance. Because of the increasing costs of commercial binding and the decrease in the amount of money set aside from our book fund (69%), only 250 volumes were bound by the commercial binder compared with 495 volumes bound during the previous year. In addition, 102 volumes of Master's Essays were bound, and 14 volumes were laminated. 319 volumes were received from the Columbia bindery where they received pamphlet bindings or board portfolios. These figures represent decreases in all categories over 1966/67.

We are continuing with our book preservation program which was initiated last year by Mr. Hugh Macdonald, the professional librarian on the staff with primary responsibility for the processing and maintenance of the rare book collections. During the past year approximately 150 leather-bound volumes were oiled, with primary emphasis on the Incunabula Collections; we now have plans for putting the project on a permanent basis. We are also continuing to cover all book jackets in standard Mylar plastic "book covers"; we have completed the backlog and are now applying them on a continuing basis as new materials come to the department.

Manuscripts and Manuscript Collections

The department's holdings of manuscripts have been increased by the addition of 61 individual manuscripts, 16,150 manuscripts added to existing collections, and 28 new manuscript collections containing approximately 130,000 items. These final two figures represent significant increases in their categories over the previous year. Noteworthy new collections added and processed this year include the Sophie Kerr Manuscripts, the Lee Lockwood Manuscripts, the Lenore G. Marshall Papers, the Sid Romin Papers, the Leah Salisbury Papers, the John Schaffner Papers, the Amram Scheinfeld Manuscripts, the Francis Steegmuller Papers, the Lillian D. Wald Papers, and the John N. Wheeler Papers. All have been described and enumerated in the Columbia Library Columns.

Cataloging. During the year approximately 145,665 letters and manuscripts were processed, including new collections and manuscripts added to existing collections. Work has now been completed on the John Jay Papers and the Jay Family Papers, a project which has taken nearly ten years to complete.

Total recorded manuscript holdings as of June 30, 1969:

Book Manuscripts	4,833
Oral History Memoirs	1,199
Manuscript Collections (containing approximately 3,130,000 items). . .	500
Master's Essays.	4,626
Cuneiform Tablets.	500

3. Reference and Circulation Services

For the first time in the last five years we report a reduction in the use of books and manuscripts, as well as in the number of readers who visited the Reading Room. Most of this decrease can be attributed to the disturbances on campus during April, May, and June, a three-month period this year when our resources were used comparatively little: in fact, our Reading Room was closed

for nearly two weeks. The statistics for the past five years for both book and manuscript use are as follows:

	Manuscripts	Books
1963/64	26,622	10,064
1964/65	128,708	10,900
1965/66	295,936	12,314
1966/67	401,359	11,298
1967/68	265,568	9,299

Despite this reduced use of books and manuscripts, the department's facilities continue at a high level, and, during peak periods of use, particularly the winter and spring holidays, the strain on staff and equipment was critical.

The new librarian on the staff, Mrs. Nancy Mauser, has been given primary responsibility for the processing, cataloging, and reference service relating to manuscripts and archives. The high level of her competence was, in large part, responsible for the increase in the number of manuscripts and collections processed and cataloged during the year.

The statistics on reader visits for the past five years are as follows:

1963/43	6,044
1964/65	6,342
1965/66	6,038
1966/67	5,538
1967/68	4,597

Working against physical disadvantages (lack of air-conditioning in Reading Room and stack areas, inadequate work space, remote shelving areas, among others), our staff has performed with skill and devotion. It is only through them that we are able to continue offering the specialized services which scholars and students require and have come to regard as our characteristic strength.

It should also be noted that 491 reference letters were written by members of the department staff, apart from those stemming from Columbiana, the Russian Archive, and the Herbert Lehman Papers.

Part 3: Current or Future Problems

1. Physical Problems:

   a. Lack of air-conditioning and humidity controls is the cause of the gradual deterioration of leather, paper, and vellum of the irreplaceable rarities and treasures housed in this department.

   b. Lack of sufficient work and office space for the Reading Room operations. We have made minor adjustments, where possible, to use our present restricted space most efficiently. The department office, 801 Butler, has recently been re-organized, and the room is now used to much better advantage.

   c. Congestion in the Reading Room and the lack of sufficient and appropriate desks for readers. Larger and more comfortable desks are needed; also needed are several desks suitable for using maps and oversized volumes.

   d. Lack of sufficient shelf space for the future growth of the book and manuscript collections. During the latter part of last year stack 15 has been cleaned and much of the material discarded, and we have been able to move up to stack 15 little-used and duplicate materials which cannot be disposed of at present. This has given us some room for additional expansion on stacks 13 and 14 to last for a few more years.

2. Materials Problems:

   a. Uncataloged printed materials now numbering approximately 66,100 volumes. We will continue to check the contents of these collections for duplicates and non-rarities, but the only proper solution to this problem is to provide more catalogers for Special Collections material.

b. Unprocessed manuscript collections. Much progress has been made during the year on sorting, arranging, and cataloging these unprocessed collections, which has been due to the new staff member assigned to the department whose major responsibility has been in the area of manuscript operations.

c. Need for a bibliographical assistant to record gifts and purchases and maintain the appropriate files. This record-keeping grows each year as the activities of the Friends expand and our funds increase. This could be a part-time assistant to the secretary of the department.

d. Binding and preservation of leather bindings. We have begun a project for the oiling of bindings, and we hope to continue and accelerate it during the year. We have also been given additional funds this year for binding, and we believe that we may be able to have more volumes rebound, repaired and cased, despite the increased costs of commercial binding.

Appendix

Chart Detailing Purchases Made by Special Collections During 1967/68

Fund	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
General 386	37 $4,166.30	4 $1,103.00			1 $45.00	$5,314.30
Bancroft 4-203	40 $600.00	3 $580.00	4 $2,585.00	5 $1,097.50	2 $51.00	$4,913.50
Engel 583	3 $350.00	2 $950.00				$1,300.00
Epstean 429	2 $710.00					$710.00
Halsband 581	9 $213.52				1 $517.30	$730.82
Lodge 497	88 $9,000.92					$9,509.92
Smith 482	13 $4,690.65		1 $325.00			$5,015.65
Strassburger 483	2 $74.50	1 $30.00				$104.50
Ullmann 484	8 $933.00					$933.00
Friends 583	1 $750.00	1 $85.72				$835.72
Bancroft 400	35 $1,553.40	1 $850.00		3 $1,022.00		$3,425.40
General 380	3 $425.16	1 $1,000.00		1 $100.00		$1,525.16
Kevorkian 450		1 $2,500.00				$2,500.00
TOTAL	240 $23,976.45	13 $7,098.72	5 $2,910.00	9 $2,219.50	4 $613.30	$36,817.97

COLUMBIANA

Annual Report - Statistics
1967 - 1968

	1964/65	1965/66	1966/67	1967/68
I. Attendance:				
Reader visits.....	365	419	581	542
Visitors.....	2854	2349	3808	3445
II. Use of the Collection:				
A. On the premises				
Books.....	603	727	1241	1101
Manuscripts.....	5	24	48	319
Vertical File.....	370	361	535	54
	978	1112	1824	1474
B. Off the premises				
Intramural.....	152	89	711	349
Extramural.....	46	53	202	10
Total use	1176	1254	2737	1833

III. Growth of the Collection:

A. Printed matter

New acquisitions - cataloged.....	180	(serials)
New acquisitions - uncataloged.....	69	
Additions to Duplicate Coll.....	53	(not included in Dept. holdings)
Additions to Faculty off-prints coll.....	27	
Total recorded holdings (printed materials) - 6/30/68...		

B. Manuscripts

Individual manuscripts.....	32
Manuscript collections.....	3
Additions to manuscript collections previously received..	150 boxes or vols.

C. Other materials acquired

Framed pictures....	12	Miscellaneous Memorabilia.....	8
Diplomas.....	64	Photographs.....	203
Scrapbooks.....	1	Tapes.....	6
		Academic robes.....	28

IV. Processing:

A. Printed materials

Previous acquisitions cataloged..... 0

	1964/65	1965/66	1966/67	1967/68
Sent to Cataloging Dept...	277	59	40	43
Sent to Binding Dept.....	53	67	114	135

B. Manuscripts

Individual manuscripts indexed and filed.....		216
Book manuscripts.....	19	
Letters and documents.....	197	
Manuscript collections arranged and indexed.....		3
Additions to manuscript collections previously received..		50 boxes or vols.

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Columbiana DATE: 1967/68

Units	I. USE IN LIBRARY A. Reserve 1. Signed	2. Shelving	1. Signed	2. Shelving	II. CIRCULATION A. Reserve	B. Non reserve
Books			1101			
Unbound periodicals						
Vertical file			319			
Graphic materials						
Microfilm						
Phonograph records						
Catalogs						
Rental reserves						
Mss.			54			
Sub-total						
TOTAL						
GRAND TOTAL		+	1474			

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	9
B. Local interlib. loan service	
C. Intralib. loan service	350
D. Photo service	
E. Technical services	178
TOTAL	537
Attendance: Visitors: 3445 Total door count	5442
Attendance: Average spot check	
Hours open during ~~month~~ year	895
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

R36.2(664)5C

COLUMBIANA

Annual Report - 1960

I - Development and maintenance of the Collection

A. General Materials

Accessions

The Columbiana Collection has been increased in 1967/68 by the addition of 140 volumes (serials) catalogued and 69 volumes uncatalogued, by 27 additions to the Columbia offprint file and 53 additions to the duplicates file. Notable among these additions were four volumes of the Columbia Bi-centennial Editions and Studies series which were lacking in Columbiana, presented by Dr. Jacques Barzun, and the Bible owned by Samuel Johnson, first president of King's College, printed in Antwerp by Christopher Plantin Press in 1572. This volume contains also genealogical notes of the Johnson Family in Samuel Johnson's hand and was bequeathed to Columbia by Geraldine Carmalt, a descendent.

Cataloguing and indexing

169 volumes were catalogued in 1967/68, being additions to serial publications (with only one or two exceptions) since for another year no cataloging of individual titles has been done for Columbiana. An index has been prepared for Columbia College Today, vols. 8-16. This brings into subject focus much valuable material, especially of interest to students of Columbia's history. The index will be kept up to date. Vols. 1 - 7 of Columbia College Today appeared in newspaper form with a more "newsy" focus. The lead articles in these volumes will be added to the index this year.

As in previous years the daily clippings from the New York Times and Spectator, etc. are mounted and filed as well as the daily - received press releases from the Office of Public Information. In addition alumni from various parts of the United States send in clippings from their local newspapers to supplement those from the New York Times.

[illegible] and Manuscript Collections

Acquisitions

[illegible]2 individual manuscripts and 3 manuscript collections were acquired during 1957/58. Among the former were Samuel Clossy's address at the opening of the medical department of King's College, November 2, 1767, the gift of Dr. Morris [illegible]; a volume of notes on optics and geometry, taken from lectures given in [illegible]'s College about 1760, possibly by Samuel Johnson or Leonard Cutting, also the gift of Dr. Saffron; the typescript corrected of Daniel Bell's The Reforming of General Education (Bell Report), the gift of the author; 14 letters written to William Samuel Johnson, third president of Columbia, and other members of the Johnson family, from the Carmalt estate.

Cataloging

416 individual manuscripts were indexed and filed, and three manuscript collections arranged and indexed. Additions were made to the Departmental Records and Administrative Records files both from materials acquired during the year and from materials formerly stored in Room 10, Low Library. Work continues on the re-cataloging and carding of Kings-Columbia College Papers. Three manuscripts collections processed were: Personal Papers of Alexander Smith, chairman Department of Chemistry, 2 boxes; Contracts, correspondence concerning 1951-1953, 2 boxes; Seth Low Junior College, correspondence and records, 2 boxes.

C. Other materials

Among the acquisitions of non-book, non-manuscript materials were 57 diplomas awarded to Samuel Johnson, first president of Columbia, and to his descendents and 5 awarded to Harmen Hendricks, C.C. 1858; 12 framed pictures of various faculty and students; 203 photographs, chiefly of Department of Zoology faculty; 28 honorary degree hoods of President Grayson Kirk, and various memborabilia of Samuel Johnson and William Samuel Johnson (memorial rings, rhinestone shoe buckles, writing desk, etc) from the Carmalt estate.

D. Binding

135 volumes were sent to the Binding Department for pamphlet binding and portfolio boards protection, chiefly for new acquisitions.

Bibliographic Control

Indexes were completed this year for Columbia College Today vols. 1-16, and for the 704 medals and insignia, as well as award cups (49) and academic robes (84). All books and pamphlets awaiting cataloging have been listed and filed alphabetically to make access easier. All cataloging this year, as for several years past, has been of serials.

III - Reference and Circulation

In 542 reader visits, 1474 items were used in the Reading Room, and 359 sent for interlibrary and local interlibrary loan. These figures show a slight decrease from 1966/67, due in part at least to the limited access to Low Library during May and June. In addition to requests for information and reference assistance, received in the Reading Room, many telephone and mail requests come daily. 193 reference letters were written during the year.

Chief among Columbiana's users are the Officers of Administration in Low Library, students of Columbia and Teachers College, the Office of Public Information, staff of Columbia College Today, and the Alumni Federation. Among the non-Columbia users were Mr. Britton White of Denver, Colorado, doing research on Louis Spencer Noble, B.A. 1885; Robert S. Clark of Hi-Fi/Stereo Review for pictures and materials on Edward MacDowell and the Columbia campus of his time; James Neapole, lawyer for the City of New York, to use the Student Army Training Corps (World War I) Papers to determine whether a person registered in S.A.T.C. is entitled to a government pension; John H. Blodgett of Philadelphia for material on Herman Hollerith whose biography he is writing; George Shackleford of Leesburg, Va., for material on Westmoreland Davis, LL.B. 1886, for a memorial planned for him in Leesburg; David D. Humphrey of Pittsburgh, Pa. to use Robert Harpur manuscripts and other materials relating to the teaching of mathematics in King's College; NETV for pictures of Frank Boas and Ruth Benedict for a program honoring Margaret Mead; M. Medyne, doctoral candidate at New York University, for materials to support his dissertation - Influence of city government on cultural institutions of New York; Louis Tucker, New York State Library, to attempt to identify the author of an unsigned manuscript

[redacted] up the Hudson River to Canada ca 1819 (thought to be by a Verplanck);

York Times for material on St. Anthony's Hall and Rutherfurd Stuyvesant Pierrepont;

Boston Globe for pictures and information on Jack Kerouac at Columbia.

Intramural loans (350) were made chiefly to the Officers of Administration in Low Library; photographic services; Office of Public Information and Columbia College Library. 9 items (photographs) were loaned to publishing firms in New York City and [redacted].

IV - [redacted]

[redacted] the past, the King's College Room has been open to visitors during the regular hours of opening of Columbiana. The daily flow of visitors continues to increase each year and varies from individuals to groups of 25 under the direction of [redacted]. The total for this year is slightly less than for 1966/67 due again to the limited access to Low Library in May and June. The Room has been open on the occasion of [redacted] and receptions during the year.

b. [redacted]

An exhibition was installed in October in the Columbiana Reading Room to delineate the architectural development of the Columbia Campus from Park Place to Morningside Heights. The exhibition has proved of great interest to visitors and to Columbia personnel.

As a part of the series of exhibitions explaining the contents and functions of the various campus libraries, Columbiana installed a two-case exhibit in the lobby of Butler Library on June 1st which illustrates the kinds of materials available here.

c. [redacted]

Susan Bilton, appointed June 1, 1967 as full-time desk assistant, continues to occupy this position and to fulfill its duties in a most satisfactory manner. Page service of 10 hours a week has been available most of the year which has enabled Columbiana to continue the work of clearing room 10.

d. Columbiana [illegible] Student Protest

Columbiana was entered during the first night of the occupation of Low Library by student demonstrators, but no damage was done. Missing from this time are two of the memorial shovels used in ground-breaking ceremonies. No other loss has been discovered. The Reading Room was closed on five days during the period April 22 - May 3 on which Low Library was closed to all.

3 - Problems

The problems in Columbiana are mainly two - both of long standing.

1 - [illegible]ing

It is more than four years since regular cataloging of individual titles has taken place for Columbiana, although serials cataloging is up to date. This growing backlog of uncatalogued items poses an increasing problem in terms of [illegible] shelving.

2 - Temperature

As has been recorded in previous Columbiana Annual Reports, the continued exposure of the antique furnishings and oil portraits in the King's College Room and the Columbiana Reading Room to the extreme heat of both summer and winter is affecting them very adversely, drying the glue and warping the wood in the furniture, and drying the paint and canvas of the portraits. This winter the leaves of one of the 18th century drop-leaf tables fell apart entirely and had to be repaired. A more equable temperature, both summer and winter, is necessary if these valuable art objects and paintings are to be properly preserved.

It might be noted also that air-conditioning in the King's College Room-Columbiana area would not only help to preserve the furnishings and portraits - it would also increase the efficiency of the staff during the heat of the summer, and provide more comfort for readers who find Columbiana next to impossible to work in during July and August.

Respectfully submitted

Alice M. Dorrell

Curator Columbiana

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1967-68

Department: Columbiana Reported by: Miss Bonnell Date: _____

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS				
Books	6126	69		6195
Serials	7486	180		7566
TOTAL (Books & Serials)	13612	249		13761
College Catalogs				
Music Scores				
Newspapers	287 v.	5 v		292 v.
Technical Reports				
Trade (manufacturers' Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	642 ca	69		711 ca
Duplicates	2441 ca	53		2494 ca

C1(667)20

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	—	—	—	—
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations				
Music (Unity Show Scores)	7 boxes			7 boxes
Books, letters, diaries, etc.	307	32		339
Other (Please specify)				
Manuscript Collections	19	3		22
Orig. Drawings	268			268
3. MICROTEXT	—	—	—	—
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	—	—	—	—
Films	7 8			7 8
Phonograph records	51			51
Slides				
Tape recordings (spool, reel)	23	6		29
Other (Please specify)				
5. OTHER MATERIALS	—	—	—	—
Broadsides	57			57
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia See below*	1304	100		1404
Newspaper Clipping File				
Pamphlets (uncat.) (Faculty offprints)	7861 ca	27		7888
Photographs (Framed)	152			152
Pictures, prints, drawings, etc.	5 V.F. drawers 25 narres. boxes			
Tests				
Other (Please specify)				
Scrapbooks	105	1		106
*Framed Certs — — — —	49	—	—	49
Medals — — — —	704	—		704
Diplomas — — —	494	64		558
Academic Robes — —	56	28		84
Misc — — —	50	8		58

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1967. Library Columbiana

Staff member responsible for this report: Alice H. Bonnell
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		78	41	0
Aug.		166	11	1
Sept.		72	30	2
Oct.		183	81	2
Nov.		73	12	0
Dec.		82	7	0
Jan.		113	44	0
Feb.		79	63	2
March		138	9	1
April		230	5	0
May		235	19	0
June		30	29	2
TOTAL		1474	349	10

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(867)20

Columbia University
in the City of New York
SCHOOL OF INTERNATIONAL AFFAIRS

ANNUAL REPORT OF THE CURATOR
JULY 1967 - JULY 1968

Great progress was made on the LEHMAN PAPERS during the past year. The most important project of the collection--completion of the catalogue and cross-index of the N.Y. Public Library Lehman Papers--was achieved by the end of January.

Another important project was carried out--the stamping of every piece of the Public Library Collection. This fulfilled a promise made by Columbia to the N.Y. Public Library to insure the immediate recognition of any portion of their collection. This project required the employ of 16 graduate students, working on a varying part-time basis, during a period of just over three months (November 27, 1967-March 8, 1968). About 1,000 hours was devoted to this work.

Further preparation of memorabilia was undertaken. This included the refurbishing and repair of the ship-model and the making of a glass case for the same. All important work on the memorabilia that can be done before moving has been completed.

Certain specifications for the decoration and placement of equipment in the file room were gone over with the architect and certain lighting plans were readjusted with the lighting engineer.

Exchange of xeroxed material with the Alvin Johnson Papers awaits completion of the Johnson Papers catalogue.

The curator has completed an "Introduction, Check List and Guide to the Papers." It would be desirable to have this printed and distributed by the late fall. It would also be most desirable to issue a press release about the collection before the release of the check-list. Publicity for the collection is already long overdue. We are living in an age of communication long past person-to-person whispers. Very few people, including people at Columbia, realize that the papers are available. This curator relates the word 'curate' more with educate than with caretake. One cannot educate if the student does not know of the availability of the papers.

Attention is called to the attached list of fifteen researchers who made use of the collection. The majority were transfer applicants from the Public Library. Only one of the three Columbia students had any detailed work to do on the papers. The variety of topics studied shows what can be expected when the LEHMAN PAPERS are well known to the scholarly community.

Columbia University
in the City of New York
NEW YORK, N. Y. 10027
SCHOOL OF INTERNATIONAL AFFAIRS

ANNUAL REPORT OF THE CURATOR
JULY 1967 - JULY 1968
(CONTINUED)

The collection was fortunate having a graduate student, Robert Ingalls, whose dissertation will be on Herbert Lehman, as a library assistant since November 1967, and also the continued assistance of Thomas V. Brunkard, Herbert Lehman's executive assistant for many years.

The principal projects of the collection at the present time and for the coming year will be the completion of the detailed cataloging and cross-indexing of the Governorship and Lt. Governorship Microfilmed Papers and the 200 volumes of Press Clipping Books. The work on the microfilms has been facilitated by the purchase of a microfilm reader (see attached list of accessions).

Negotiations are still being made to obtain the UNRRA papers which are still at the United Nations Archives. It appears that title to this material will be decided during the coming year although transfer may be made as late as 1971 or 1973.

A search was conducted this past winter for some of Herbert Lehman's files for the years 1916-1926. It was not successful. This was a very important period in Lehman's life when he originated many methods of dealing with foreign relief and rehabilitation. In place of the lost material it would be most worthwhile to build a file for this period from other sources. The Felix Warburg and Jacob Schiff Papers at Hebrew Union College and the Stephen S. Wise Papers at Brandeis University are known to have large collections of correspondence with Herbert Lehman. It would be worthwhile obtaining xeroxed copies of this material. The file could be further enhanced by checking Louis Marshall's Papers. A search could be made for committee reports of the organizations of that period. This building of a file in reverse would cost a modest sum of money and may entail some minimum expenses but would be very much worthwhile in filling the one serious gap in the Herbert H. Lehman Papers.

Some thought should be given during the coming year to the administration future of the Lehman Papers when they are installed in the Lehman Suite. If the building will be ready in the fall of 1969 or early in 1970, it is not too soon to discuss this matter. Aside from a valuable archive and valuable memorabilia, the suite will have a very sophisticated collection of audio-visual and other machines. For proper management at reasonable expense one cannot

Columbia University
in the City of New York
SCHOOL OF INTERNATIONAL AFFAIRS

rely on either last-minute, temporary, or inexperienced help. It would negate all the thought-out, careful, expensive and novel advance-planning that has gone into this suite. It should also be remembered that the suite will be located on a main floor and hence can expect a good deal more traffic and more visitors than if situated elsewhere.

A list of this year's accessions follows. It was very fortunate that we were able to obtain the Baerwald, MacDuffie and Wald Papers. This type of extended material greatly enhances the value of our research file.

William B. Liebmann
Curator
Herbert H. Lehman Papers

July 23, 1968

Columbia University
in the City of New York
SCHOOL OF INTERNATIONAL AFFAIRS

ACCESSIONS JULY 1967-JULY 1968

BY GIFT:

[illegible] ALTSCHUL, New York, N.Y.
Three Scrapbooks of Lehman-Dulles Senatorial Campaign of 1949.

[illegible] J. CAPECI, JR., Riverside, California
Set of Index Cards on "The Impact of the State Defense Board on Civil Rights in New York;" two tapes of interviews with Charles Poletti and Roy Wilkins on same subject.

JULIUS C.C. EDELSTEIN, New York, N.Y.
Copies of speeches by Arthur M. Schlesinger, Jr. and Anthony Trevia about Herbert H. Lehman.

EMBASSY OF THE REPUBLIC OF YUGOSLAVIA, Washington, D.C.
Medal, Ribbon and Certificate for "The Order of Merit to the People, First Class" which had been awarded to Herbert Lehman but not previously delivered.

MRS. MYRON S. FALK, JR., New York, N.Y.
Selected Papers and Correspondence of Paul Baerwald including correspondence with Herbert H. Lehman, papers and material concerned with the Joint Distribution Committee and other relief and charitable organizations.

HENRY STREET SETTLEMENT & VISITING NURSE SERVICE OF N.Y., New York, N.Y.
Correspondence of Lillian Wald and Herbert H. Lehman and related papers (52 pieces).

MRS. MARSHALL MAC DUFFIE, New York, N.Y.
The Marshall MacDuffie Papers on the UNRRA Mission to the Ukraine, 1944-1948. (6 folders of material.)

RESERVE OFFICERS ASSOCIATION OF U.S., Washington, D.C.
Medal of the Association which was previously lacking in the collection.

JUDGE EDWARD WEINFELD, New York, N.Y.
Bound copies of New York State Housing Board Annual Reports, 1940-1943 (4 volumes). Judge Weinfeld was Housing Commissioner during that period.

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NEW YORK, N.Y. 10027
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ACCESSIONS JULY 1967-JULY 1968
(CONTINUED)

BY GIFT (con't):

MRS. HERBERT H. LEHMAN, New York, N.Y.
Mrs. Lehman continued to add material to the collection as it was found and other material which was presented to her. Of particular interest was a file of correspondence concerning the garment industry and a tape recording of the ceremony announcing the naming of Herbert H. Lehman College.

BY PURCHASE:

Dissertation-BELLUSH, JEWEL
"Selected Case Studies of the Legislative Leadership of Governor Herbert H. Lehman." Columbia University, 1959. Xerox copy. This acquisition completed our collection of books about Herbert H. Lehman.

Equipment-Eastman Kodak MACNAPRINT READER Model PE-IA with 13.7 lens and reproduction supplies. This is the first of the audio-visual machines to be ordered for the collection. This most up-to-date microfilm reader and printer will enable us to complete the catalogue of the Lt. Governorship and Governorship Papers. This machine will prove invaluable to the future researcher due to the instant reproduction feature.

Columbia University
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SCHOOL OF INTERNATIONAL AFFAIRS

RESEARCH PROJECTS OF RESEARCHERS USING THE PAPERS. JULY 1967-JULY 1968

Topic	Dissertation or Book	Institution
American Foreign Economic Policy after World War II	Book	U. of Connecticut
American-Jewish Relief to the Soviets, 1917-1939	Diss.	YIVO-Institute for Jewish Research, N.Y.
American Jewry & U.S. Immigration Policy, 1881-1952	Diss.	U. of Wisconsin
The Democratic Party, 1918-1932	Book	State U. of New York, Stony Brook
Governorship of Herbert H. Lehman	Diss.	Columbia
Herbert H. Lehman, Governor of N.Y.	Diss.	Indiana U.
Impact of [illegible] Deal on the Catholic Church in New York City	Diss.	Columbia
Impact of World War II on Civil Rights in N.Y.C., 1940-1943	Diss.	U. of California, Riverside
Joseph R. McCarthy & the U.S. Senate	Book	U. of Georgia
The National Political Career of Alfred E. Smith, 1918-1944	Diss.	U. of Michigan
The New Deal and the States, 1933-1940	Book	Indiana U.
Political Relationship of Gov. Franklin D. Roosevelt and Lt. Gov. Herbert H. Lehman	Diss.	New York U.
Politics of Air & Water Pollution in New York Area	Diss.	Columbia
Republican Party in N.Y. State, 1932-1938	Diss.	Yale
The Truman Administration and Civil Rights	Book	H.S.Truman Library, Special Project

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1967-June 30, 1968.

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners of custodians of accepted materials, and that the Archive never pursues any political goal, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researcher - historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 20 colls.

Manuscripts (mostly memoirs) - 67 mss.

Epistolary collections - 6.

Special collections of various materials - 12.
Of these materials, 76 per cent were acquired on a gift status and 24 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every of the materials acquired was the result of an extensive search and lengthy correspondence.

Resumes.

Each acquisition was based on a resumé (summary) concerning its nature and value. The number of these resumés totalled about 120 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person(Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E.Mosely, there were in the current year 48 Columbia University students visits. They used the materials pertaining to the religions and philosophical movements in the former Russian Empire in 1900-1914 ; Count E.I.Totleben's life and activities; I.I.Petrunkevich's life and activities; the Party of SRs-Maximalists in 1917-1918; Count S.Yu. Witte's life and activities; the industrial history of Russia in the Tsarist period; Gen.A.I. Denikin's life and activities;

A.F. Kerenskii and Gen.L.G. Kornilov in 1917; the Bolshevik political and military activities in the Don region in 1917 - 1918 ; the Asiatic Department of the Imperial Ministry for Foreign Affairs during the reign of Alexander II; P.N. Miliukov's life and activities; Emperor Alexander II and Prince Boriatinskii in 1856-1867; American diplomatic mission to Russia in 1917; Gen. M.D. Skobelev's life and activities.

Non-Columbia University scholars paid 33 visits. They used the collections and materials pertaining to the following subjects: Charles R. Crane's life and activities; reform movements in the Russian Orthodox Church in 1906-1917; N.I.Astrov's life and activities; the Russian Army during the Revolution of 1917; Imperial Army in 1900-1916; P.N. Durnovo as Minister of Internal Affairs in the Witte Cabinet (October 1905 to April 1906); the Soldiers' Committees and the Soviets of Workers' and Soldiers' Deputies; Russian Society after the Revolution of 1917.

Prospects for the Coming Year.

Grounds have already been prepared for the acquisition of many new materials which will enter the Archive within the coming year.

Lev F. Magerovsky

Lev F. Magerovsky
Curator, Archive of Russian and East European
History and Culture

Size and Growth of the Collections
Fiscal Year 1967/1968.

Department: Special Collections, Archive of Russian and East European History and Culture (for a short description of its special charakter and of the various restrictions on the handling and use of its materials, see Manuscript Collections in the C.U. Libraries, p.77).

Reported by : Curator

Date : July 10, 1968.

Type of Materials	Holdings Last Fiscal Year	Additions This Year	Holdings This Fiscal Years
MANUSCRIPTS (mainly reminiscences, various notations, etc., 1770-1960).	2495	67	2562
PHOTOGRAPHS (mostly illustrations to the memoirs, 1870-1960)	1459	36	1495
NEWSPAPER CLIPPING Files (chiefly connected with texts of memoirs, 1890-1960).	582	15	597
LEAFLETS of 4 pp or less (as parts of archival collections).	422	12	434

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1967. Library Russian Archives

Staff member responsible for this report: Lev F. Magerovsky
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	— loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July	} Vacation July 1 - August 15	Manuscripts		
Aug.				
Sept.		99	0	0
Oct.		99	0	0
Nov.		99	0	0
Dec.		89	0	0
Jan.		109	0	0
Feb.		88	0	0
March		88	0	0
April		98	0	0
May		88	0	0
June		99	0	0
TOTAL		956	0	0

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

Name of staff member responsible for this report Lev F. Magerovsky

C5(867)20

COLUMBIA UNIVERSITY LIBRARIES

	Total June 30, 1967	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1968
General Collections	1,765,828	47,926	14,172	2,716	64,814	7,371	4,808	12,179	52,635	1,818,463
Subject Collections	485,535	22,011	2,579	445	25,035	3,813	152	3,965	21,070	506,605
Professional School Collections	1,531,116	36,841	2,504	3,127	42,472	2,529	189	2,718	39,754	1,570,870
TOTALS	3,782,479	106,778	19,255	6,288	132,321	13,713	5,149	18,862	113,459	3,895,938
		126,033								

GENERAL COLLECTIONS

	Total June 30, 1967	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1968
General Library	1,073,456	38,425	-	-	38,425	6,379	-	6,379	32,046	1,105,502
Browsing Room	2,186	-	-	500	500	-	15	15	485	2,671
College	59,363	1,899	655	-	2,554	168	-	168	2,386	61,749
Columbiana	16,101	874	-	106	980	-	-	-	980	17,081
East Asian	278,951	2,474	13,483	764	16,721	318	670	988	15,733	294,684
Lending Service	2,500	-	-	-	-	-	2,500	2,500	-2,500	0
Reference	26,105	1,333	33	-	1,366	468	-	468	898	27,003
Special Collections	307,166	2,921	1	1,346	4,268	38	1,623	1,661	2,607	309,773
TOTALS	1,765,828	47,926	14,172	2,716	64,814	7,371	4,808	12,179	52,635	1,818,463

SUBJECT COLLECTIONS

	Total June 30, 1967	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1968
Biological Sciences	32,698	1,390	36	-	1,426	796	-	796	630	33,328
Burgess-Carpenter-Classics	114,236	4,143	183	212	4,538	690	7	697	3,841	118,077
Chemistry	28,950	890	59	-	949	1,362	-	1,362	-413	28,537
Computer Center	285	64	26	-	90	-	-	-	90	375
Fine Arts	34,358	1,983	28	30	2,041	4	-	4	2,037	36,395
Geology	67,136	1,496	27	31	1,554	211	1	212	1,342	68,478
Geoscience	5,955	1,391	7	15	1,413	23	-	23	1,390	7,345
Graphic Arts	9,729	138	-	-	138	1	-	1	137	9,866
International Affairs	9,187	6,642	190	30	6,862	11	16	27	6,835	16,022
Mathematics	16,022	473	68	-	541	2	-	2	539	16,561
Music	33,882	-	1,675	-	1,675	-	28	28	1,647	35,529
Paterno	18,318	383	51	59	493	11	-	11	482	18,800
Philosophy	11,151	363	65	14	442	387	-	387	55	11,206
Physics	15,073	803	62	-	865	176	-	176	689	15,762
Psychology	18,173	536	84	54	674	77	100	177	497	18,670
Science	67,421	1,012	-	-	1,012	33	-	33	979	68,400
Theatre Arts	0	140	-	-	140	-	-	-	140	140
Ware	2,961	164	18	-	182	29	-	29	153	3,114
TOTALS	485,535	22,011	2,579	445	25,035	3,813	152	3,965	21,070	506,605

PROFESSIONAL SCHOOL COLLECTIONS

	Total June 30, 1967	Cataloged Additions: Added by Catalog Division	Cataloged Additions: Added by Department	Add'l Org. Material Added by Department	TOTAL ADDED	Withd'n by Catalog Division	Withd'n by Department	TOTAL WITHD'N	NET CHANGE	TOTAL June 30, 1968
Avery	79,359	3,438	91	5	3,534	57	-	57	3,477	82,836
Business	243,348	5,098	35	45	5,178	342	-	342	4,836	248,184
Engineering	130,389	1,931	161	1,465	3,557	539	-	539	3,018	133,407
Journalism	10,604	488	78	40	606	659	39	698	-92	10,512
Law & International Law	469,270	12,690	-	-	12,690	354	-	354	12,336	481,606
Library Service	243,182	1,898	214	1,560	3,672	113	-	113	3,559	246,741
Medical	276,616	10,945	-	-	10,945	465	-	465	10,480	287,096
Social Work	78,348	353	1,925	12	2,290	-	150	150	2,140	80,488
TOTALS	1,531,116	36,841	2,504	3,127	42,472	2,529	189	2,718	39,754	1,570,870

1967-1968 MICROFORMS

	MICROFILM			OTHER MICROFORMS			
	6/30/67	Additions	6/30/68	6/30/67	Additions	WD	6/30/68
Avery	30	2	32	-	-	-	-
Business	616	41	657	30,747	4,071	137	34,681
Chemistry	16	2	18	613	-	-	613
East Asian	1,523	1,241	2,764	-	-	-	-
Engineering	2,233	39	2,272	171,420	14,407	-	185,827
Geology	1	-	1	-	-	-	-
Geoscience	4	-	4	2,072	659	-	2,731
International Affairs	7	-	7	1,244	-	-	1,244
Journalism	646	53	699	1,153	-	-	1,153
Law	356	26	382	5,837	145	-	5,982
Library Service	37,177	9,198	46,375	203,344	42	-	203,386
HRAF	-	765	765	37,087	17,200	-	54,287
Mathematics	24	-	24	-	-	-	-
Music	679	11	690	472	-	-	472
Physics	5	1	6	316	-	-	316
Science	37	12	49	-	-	-	-
Social Work	112	13	125	-	-	-	-
Special Collections	661	10	671	-	-	-	-
TOTALS	44,127	11,414	55,541	454,305	36,524	137	490,692

COLUMBIANA

Annual Report - 1967-68

I - Development and maintenance of the Collection

A. Printed Materials

Acquisitions

The Columbiana Collection has been increased in 1967/68 by the addition of 180 volumes (serials) catalogued and 69 volumes uncatalogued, by 27 additions to the Faculty off-print file and 53 additions to the duplicate file. Notable among these additions were four volumes of the Columbia Bi-centennial Editions and Studies series which were lacking in Columbiana, presented by Dr. Jacques Barzun, and the Bible used by Samuel Johnson, first president of King's College, printed in Antwerp by Christopher Plantin Press in 1572. This volume contains also genealogical notes of the Johnson Family in Samuel Johnson's hand and was bequeathed to Columbia by Geraldine Carmalt, a descendent.

Cataloging and indexing

180 volumes were catalogued in 1967/68, being additions to serial publications (with only one or two exceptions) since for another year no cataloging of individual titles has been done for Columbiana. An index has been prepared for Columbia College Today, vols. 8-16. This brings into subject focus much valuable material, especially of interest to students of Columbia's history. The index will be kept up to date. Vols. 1 - 7 of Columbia College Today appeared in newspaper form with a more "newsy" focus. The lead articles in these volumes will be added to the index this year.

As in previous years the daily clippings from the New York Times and Spectator, etc., are mounted and filed as well as the daily - received press releases from the Office of Public Information. In addition alumni from various parts of the United States send in clippings from their local newspapers to supplement those from the New York Times.

B. Manuscripts and Manuscript Collections

Acquisitions

32 individual manuscripts and 3 manuscript collections were acquired during 1967/68. Among the former were Samuel Clossy's address at the opening of the medical department of King's College, November 2, 1767, the gift of Dr. Morris H. Saffron; a volume of notes on optics and geometry, taken from lectures given in King's College about 1760, possibly by Samuel Johnson or Leonard Cutting, also the gift of Dr. Saffron; the typescript corrected of Daniel Bell's The Reforming of General Education (Bell Report), the gift of the author; 14 letters written to William Samuel Johnson, third president of Columbia, and other members of the Johnson Family, from the Carmalt estate.

Cataloging

216 individual manuscripts were indexed and filed, and three manuscript collections arranged and indexed. Additions were made to the Departmental Records and Administrative Records files both from materials acquired during the year and from materials formerly stored in Room 10, Low Library. Work continues on the re-cataloging and carding of Kings-Columbia College Papers. Three manuscripts collections processed were: Personal Papers of Alexander Smith, chairman Department of Chemistry, 3 boxes; Contracts, correspondence concerning 1951-1953, 2 boxes; Seth Low Junior College, correspondence and records, 2 boxes.

C. Other materials

Among the acquisitions of non-book, non-manuscript materials were 57 diplomas awarded to Samuel Johnson, first president of Columbia, and to his descendents and 5 awarded to Harmon Hendricks, C.C. 1858; 12 framed pictures of various faculty and students; 203 photographs, chiefly of Department of Zoology faculty; 28 honorary degree hoods of President Grayson Kirk, and various memborabilia of Samuel Johnson and William Samuel Johnson (memorial rings, rhinestone shoe buckles, writing desk, etc.) from the Carmalt estate.

D. Binding

135 volumes were sent to the Binding Department for pamphlet binding and portfolio boards protection, chiefly for new acquisitions.

II - Bibliographic Control

Indexes were completed this year for Columbia College Today vols. 8-16, and for the 704 medals and insignia, as well as award cups (49) and academic robes (84). All books and pamphlets awaiting cataloging have been listed and filed alphabetically to make access easier. All cataloging this year, as for several years past, has been of serials.

III - Reference and Circulation

In 542 reader visits, 1474 items were used in the Reading Room, and 359 sent for intramural and local interlibrary loan. These figures show a slight decrease from 1966/67, due in part at least to the limited access to Low Library during May and June. In addition to requests for information and reference assistance, received in the Reading Room, many telephone and mail requests come daily. 193 reference letters were written during the year.

Chief among Columbiana's users are the Officers of Administration in Low Library, students of Columbia and Teachers College, the Office of Public Information, staff of Columbia College Today, and the Alumni Federation. Among the non-Columbia users were Mr. Britton White of Denver, Colorado, doing research on Louis Spencer Noble, E.M. 1885; Robert S. Clark of HiFi/Stereo Review for pictures and materials on Edward MacDowell and the Columbia campus of his time; James Nespole, lawyer for the City of New York, to use the Student Army Training Corps (World War I) Papers to determine whether a person registered in S.A.T.C. is entitled to a government pension; John H. Blodgett of Philadelphia for material on Herman Hollerith whose biography he is writing; George Shackleford of Leesburg, Va., for material on Westmoreland Davis, LL.B. 1886, for a memorial planned for him in Leesburg; David C. Humphrey of Pittsburgh, Pa., to use Robert Harpur manuscripts and other materials relating to the teaching of mathematics in King's College; NETV for pictures of Franz Boas and Ruth Benedict for a program honoring Margaret Mead; K. Nodyne, doctoral candidate at New York University, for materials to support his dissertation - "Influence of city government on cultural institutions of New York"; Louis Tucker, New York State Library, to attempt to identify the author of an unsigned manuscript

of a trip up the Hudson River to Canada ca 1819 (thought to be by a Verplanck); New York Times for material on St. Anthony's Hall and Rutherfurd Stuyvesant Pierrepont; Boston Globe for pictures and information on Jack Kerouac at Columbia.

Intramural loans (350) were made chiefly to the Officers of Administration in Low Library; photographic services; Office of Public Information and Columbia College Today. 9 items (photographs) were loaned to publishing firms in New York City and elsewhere.

IV - Library Operations and Administration

As in the past, the King's College Room has been open to visitors during the regular hours of opening of Columbiana. The daily flow of visitors continues to increase each year and varies from individuals to groups of 25 under the direction of the tour guides. The total for this year is slightly less than for 1966/67 due again to the limited access to Low Library in May and June. The Room has been open on the occasion of Rotunda dinners and receptions during the year.

b. Exhibitions

An exhibition was installed in October in the Columbiana Reading Room to delineate the architectural development of the Columbia Campus from Park Place to Morningside Heights. The exhibition has proved of great interest to visitors and to Columbia personnel.

As a part of the series of exhibitions explaining the contents and functions of the various campus libraries, Columbiana installed a two-case exhibit in the lobby of Butler Library on June 1st which illustrates the kinds of materials available here.

c. Staff

Susan Bilton, appointed June 1, 1967 as full-time desk assistant, continues to occupy this position and to fulfill its duties in a most satisfactory manner. Page service of 10 hours a week has been available most of the year which has enabled Columbiana to continue the work of clearing room 10.

d. Columbiana during Student Protest

Columbiana was entered during the first night of the occupation of Low Library by student demonstrators, but no damage was done. Missing from this time are two of the ~~memorial~~ ceremonial shovels used in ground-breaking ceremonies. (Butler Library or Fayerweather) No other loss has been discovered. The Reading Room was closed on five days during the period April 22 - May 3 on which Low Library was closed to all.

V - Problems

The problems in Columbiana are mainly two - both of long standing.

1 - Cataloging

It is more than four years since regular cataloging of individual titles has taken place for Columbiana, although serials cataloging is up to date. This growing backlog of uncatalogued items poses an increasing problem in terms of service and shelving.

2 - Temperature

As has been recorded in previous Columbiana Annual Reports, the continued exposure of the antique furnishings and oil portraits in the King's College Room and the Columbiana Reading Room to the extreme heat of both summer and winter is affecting them very adversely, drying the glue and warping the wood in the furniture, and drying the paint and canvas of the portraits. This winter the leaves of one of the 18th century drop-leaf tables fell apart entirely and had to be repaired. A more equable temperature, both summer and winter, is necessary if these valuable art objects and paintings are to be properly preserved.

It might be noted also that air-conditioning in the King's College Room-Columbiana area would not only help to preserve the furnishings and portraits - it would also increase the efficiency of the staff during the heat of the summer, and provide more comfort for readers who find Columbiana next to impossible to work in during July and August.

Respectfully submitted

Alice H. Bonnell

Curator Columbiana

CIRCULATION
~~MONTHLY~~ STATISTICS
ANNUAL

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY COLUMBIANA

DATE: 1967 - 1968

Units	I. USE IN LIBRARY A. Reserve 1. Signed	2. Shelving	1. Signed	2. Shelving	II. CIRCULATION A. Reserve	B. Non reserve
Books			1101			
Unbound periodicals						
Vertical file			319			
Graphic materials						
Microfilm						
Phonograph records						
Catalogs						
Rental reserves						
Mss.			54			
Sub-total						
TOTAL						
GRAND TOTAL		+	1474			

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	9
B. Local interlib. loan service	
C. Intralib. loan service	350
D. Photo service	
E. Technical services	178
TOTAL	537
Attendance: Visitors:	3445
Total door count	542
Attendance: Average spot check	
Hours open during ~~month~~ year	895
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

R36.2(664)5C

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1967. Library Columbiana

Staff member responsible for this report: Alice H. Bonnell
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		78	41	0
Aug.		166	11	1
Sept.		72	30	2
Oct.		183	81	2
Nov.		73	12	0
Dec.		82	7	0
Jan.		113	44	0
Feb.		79	63	2
March		133	9	1
April		230	3	0
May		235	19	0
June		30	29	2
TOTAL		(130) 1474	(71) 349	(202) 10

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space below.)

C5(867)2C

avm's

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1967-68

Department: Columbiana Reported by: Miss Bonnell Date: July 1968

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS				
Books	6,126	~~69~~		6,126 ~~6,195~~
Serials	7,486	180		7,666
TOTAL (Books & Serials)	13,612	~~249~~		13,792
College Catalogs				
Music Scores				
Newspapers	287 v.	5 v		292 v.
Technical Reports				
Trade (manufacturers' Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	642 ca	69		711 ca
Duplicates	2,441 ca	53		2,494 ca

C1(667)2C

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	—	—	—	—
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations	[10,441]*	[635]		[11,076]*
Music [Varsity Show Scores]	7 boxes			7 boxes
Books, letters, diaries, etc.	307	32		339
Other (Please specify)				
Manuscript Collections	19	3		~~21~~ 22
Org. Drawings	268			268
3. MICROTEXT	—	—	—	—
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

* Note.
Cataloging Dept. classifies Col. dissertations as being part of Columbiana and so counts them. However they are shelved in Special Collections in Butler Library. Beginning in 1968-69 Cat. Dept. will include them in Special Collections count.

CWM

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	—	—	—	—
Films	7			7
Phonograph records	51			51
Slides				
Tape recordings (spool,reel)	23	6		29
Other (Please specify)				
5. OTHER MATERIALS	—	—	—	—
Broadsides	57			57
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74			74
Memoirs (Oral History)				
Memorabilia See below *	1304	100		1,404
Newspaper Clipping File				
Pamphlets (uncat.) (faculty off prints)	7861 ca	27		7888
Photographs (Framed)	152			152
Pictures, prints, drawings, etc.	5 V.F. drawers 25 carres. boxes			
Tests				
Other (Please specify)				
Scrapbooks	105	1		106
* Award Cups	49	—	—	49
Medals	704	—		704
Diplomas	494	64		558
Academic Robes	56	28		84
MISC	50	8		58

COLUMBIA UNIVERSITY LIBRARIES

DEPARTMENT OF SPECIAL COLLECTIONS

Annual Report, 1967-68

Submitted by

Charles W. Mixer
Assistant Director of Libraries
for Special Collections

Columbia University
New York, N. Y.

CONTENTS

I. Introduction, by Charles W. Mixer, Assistant Director of Libraries for Special Collections, with some highlights from the section reports.

II. Rare Book and Manuscript Collections, by Kenneth A. Lohf, Librarian for Rare Books and Manuscripts.

Part 1: Statistical Reports.
Table 1 - Size and Growth of the Collections.
Table 2 - Circulation Repprt.

Part 2: Summary of the Year's Work.
1. Development of the Collections.
2. Bibliographic Control.
3. Reference and Circulation Services.

Part 3: Current or Future Problems.

Appendix: Chart Detailing Purchases by Type and Source of Funds.

III. Columbiana. Annual Report, by Alice H. Bonnell, Curator of Columbiana.

IV. Archive of Russian and East European History and Culture. Annual Report, by Lev Magerovsky, Curator.

V. Herbert H. Lehman Papers. Annual Report, by William B. Liebmann, Curator.

I. Introduction.

On February 1, 1968, Charles W. Mixer assumed overall administrative responsibility for the Department of Special Collections (Rare Books and Manuscripts, Columbiana, Archive of Russian and East European History and Culture, and the Herbert H. Lehman Papers), with the title of Assistant Director of Libraries for Special Collections. Major priority will be given to improving physical facilities for the present and future, preparing departmental budgets, studying staffing requirements, preparing gift agreements, and serving as liaison with the central library administration.

Since the demise of Roland Baughman in August 1967, Kenneth A. Lohf has become the Libraries' specialist in scarce printed materials, autograph items, and special bindings. The latter now assumes increasing responsibility for the development and maintenance of the rare book and manuscript collections, with a title which recognizes and emphasizes his expertise - Librarian for Rare Books and Manuscripts.

In the February 1968 issue of Columbia Library Columns, Dr. Logsdon, after announcing the changes indicated above, went on to explain that "Mr. Mixer will again be working closely with the Council of the Friends as Secretary-Treasurer, and will be assisting the Council and its Chairman, Dr. Morris H. Saffron, in program planning and in taking responsibility for the full range of activity associated with the organization. He will be assisted in this by Kenneth Lohf as time and circumstances require." A report on the Friends' year will be available separately.

II. Rare Book and Manuscript Collections.

A. Development and Maintenance.

Sale of Duplicates: Over the years the Department of Special Collections acquired many gift books, largely by gift, but sometimes as part of collections which were purchased. They approach 5,000 in number. With increasing need for shelf space, we asked for and secured approval by the Director of Libraries for a gradual sale or exchange of these items to reputable rare book dealers or to Libraries. Our Typographic Library and the Seligman Collection contain the largest number of these unneeded duplicates. Following negotiations conducted by Mr. Lohf, 850 were sold or exchanged during the year. One of the New York City book shops has paid a little over $6,000 for some of the volumes. The funds have been placed in a new Special Collections Duplicates Fund for use in purchasing desirable items when they come to the market.

Stack 15 put in shape: Special Collections secured the use for a week of the two summer task force men who are on the staff of Alfred H. Lane in the Acquisitions Department. Under the guidance of Kenneth Lohf, they sorted piles of large framed pictures from the Typographic Library and from other sources. The smaller part of them, which were to be kept, were placed in a caged area on Stack 15 (which previously had been cleared).

The balance of them, along with a quantity of junk which had accumulated, were removed and discarded. As a result of this (and other clearance work carried out by the Butler Librarian), Stack 15 is in the cleanest and most orderly condition it has been for many years.

Preservation work: Information about the regular binding work done for the Rare Book and Manuscript Collections is given in Mr. Lohf's annual report. From it, I will call attention here only to the fact that the bindings of 150 leather bound books were treated with a special formula oil. It is our intention to make this a continuing part of our preservation work.

The Department's major project in this category is a special one for this summer, involving the mounting or remounting of Columbia's Papyrus Collection. The latter, which numbers more than 500 specimens, is considered to be among the most important in the United States. With funds provided by the Libraries and by the University administration, a graduate student papyrologist is doing the work, which involves placing the papyri between sheets of safety glass and sealing the edges with a smooth-surface white adhesive tape. The priority established was as follows: (1) Remounting papyri which are now between sheets of old style glass that is broken or damaged; (2) Mounting those which have never been mounted; (3) Remounting the rest of the collection which, at some time in the past, had been placed between sheets of tinted glass. (Whatever the original reason for using tinted glass, the color reduces the legibility of the text - a matter which is often of critical importance.)

Development of the Rare Book and Manuscript holdings: Detailed figures are given in the Statistical Reports which follow. However those which are used by the Coordinator of Cataloging as part of the official holdings count for the Libraries are as follows:

	Holdings 1966-67	Added in 1967-68	Withdrawn in 1967-68	Net holdings 6/30/68
1. Standard printed materials				
Books	225,105	3,511	0	228,616
Printed items, accessible but uncat.	58,412*	537	1,623	57,326
Book dealer or auction catalogs	ca.13,300	ca.500	0	ca.13,800
2. Manuscripts				
Master's essays	4,524	102	0	4,626
Doctoral dissertations	10,441	635	0	11,076
Books, letters, diaries, etc.	4,831	2	0	4,833
3. Other materials				
Memoirs (Oral History)	994	205	0	1,199
Totals	317,607	5,492	1,623	321,476

Separate from the above were the addition in 1967-68 of the following:

* Revised estimate

61 individual manuscripts
16,150 manuscripts added to existing collections
28 manuscript collections, containining approximately 130,000 items (a major increase over 1967-68)

Budget, 1967-68:

A. Personnel

Professional (5 2/3)	$ 45,950	
Supporting (4)	19,260	
Gen. Assts. (6,300 hrs. @ 1.70)	10,710	
Total for personnel		$ 75,920

B. Books, Periodicals and Binding

1. Income of Corporation		
#293 Spec.Coll.bks.	$ 2,430	
#294 " " period.	400	
	2,830	
#1293 Spec.Coll.binding	3,000	
		5,830
2. Endowed accounts		
#4293 Bancroft	$ 5,000	
#429 Epstean	710	
#450 Kevorkian	2,500	
#482 Smith	3,890	
#483 Strassburger	154	
#484 Ulmann	730	
#497 Lodge	9,900	
		22,884
3. Gift accounts		
#532 Gen.Purchase of Bk. gift	$ 100	
#533 Friends of Lib.	100	
#536 Engel Gift	1,300	
		1,500
Total for Books, Periodicals and Bindings		# 30,214

Budgeted funds by type of source

A. Income of corporation		
Personnel	$ 75,920	
Bks., period. & binding	5,830	
Total		$ 81,750

B. Endowed funds	
Bks., period. & binding	$ 22,884
C. Gift funds	
Bks., period. & binding	$ 1,500
	$ 24,384
Grand total A, B, & C	$106,134

Purchases: Supplementing the budgeted funds, additional funds were made available so that certain books, manuscripts, and materials could be secured. The sources were as follows:

A. Income of coporation		
#293 Spec.Coll. books	$ 4,000	
#350 Books and serials	1,525	
B. Endowed funds		
#400 Bancroft	3,425	
#4293 Bancroft	850	
C. Gift funds		
#533 Friends of the Lib.	1,350	
Total		$ 11,150

Other purchases of items (non-book or manuscript) were as follows, by category:

Special archival boxes for holding manuscripts (#4293)	$ 750	
White mss. folders (#4293)	737	
Total		$ 1,487

Binding: The allocation for binding for the year remained at the same figure in 1967-68 as in the preceding year: $3,000.

This constitutes one of the problem areas for Special Collections and will need study before submission of the Department's budget request for 1969-70. The allocation should be large enough for the following:

(a) to take care of current needs
(b) to reduce and eliminate in the near future the backlog of items awaiting binding, repairs or slip cases
(c) to pay for the year's for document storage boxes.

At present the allocation is not covering even (a) of the categories above.

B. Bibliographic control.

1. Printed materials.

Of the 4,048 volumes added to the collections, 3,511 were cataloged. By means of the addition of a long-needed additional part-time cataloger (Mr. Crystal), the Ulmann, Mosher, and Rackham collections were cataloged. Attention should now be turned to cataloging arrearages in the Seligman, the David Eugene Smith, and the Science Transfer collections. The total

cataloged holdings as of June 30, 1968, are 228,616 volumes. Approximately 25 o/o more (57,326 volumes) are not cataloged and must be so processed as soon as possible.

2. Manuscripts.

During 1967-68, approximately 145,665 letters and manuscripts were processed. Special mention should be made of the fact that work has been completed on the John Jay Papers and on the Jay Family Papers - a project which has been under way for nearly ten years.

C. Reference and Circulation Services.

Due principally to the campus disturbances in April, May, and early June, which were widely publicized in the news media, readers were deterred from coming to Special Collections or, sometimes when they did, found the Library building under emergency closing. As a result, attendance and use both showed a decrease for the year.

	Reader visits	Mss. used	Bks. used
1966-67	5,538	401,359	11,298
1967-68	4,597	265,568	9,299

When the history of that period in the life of the University is written, cognizance of this "cost" to scholarly research should be given.

Part III. Current or Future Problems.

A. Physical facilities.

1. Environment control.

The most pressing need is for physical quarters with temperature-humidity controls which will protect the rare books, manuscripts, art works, papyri, leather and vellum bindings which have been entrusted to the University in the past and which will come to us in the future. In January of this year Assistant Professor Ann B. Harris of the Department of Art History and Archaeology wrote to protest the lack of proper care for some of the late 16th century and 17th and 18th century Italian publications which she had recently used. "All still had their original vellum bindings and all were evidently in excellent condition at the time they entered the university collections. All were suffering from the effects of being stored in an excessively dry atmosphere. In fact in ten years of research (mostly carried out in Europe - I am English) I have never seen books of their date in such a fragile state. The vellum had dried out and was beginning to crack and split. As it had also shrunk, it had caused the end boards to buckle, and this in turn had strained and split the spines, which are weakened too by the glue having dried out completely. It pained me to turn the pages. I felt most of the books I used should not have been available for use at all."

In addition we should provide airconditioning for the researchers, who consult the materials in the reading room, and for the members of the pro-

fessional and supporting staffs who work alternately in the reading room and in work areas in the stacks. Both areas are unfortunately interior ones with no windows.

2. Space problems.

In addition to the substandard environmental factors referred to above, the users of the collections have to consult the materials at narrow (3-foot wide), shallow (35-inch deep) "study desks" placed end to end along most of the length of the north and south walls of the reading room. Larger and more comfortable desks are needed.

The statements just made apply likewise to the inadequate desk work-space for the members of the staff who have to do their work in the stacks. Furthermore a glass-partitioned room should, in the new quarters, be part of the Special Collections reading room area for the use of the professional staff member who is on duty to assist readers. Such guidance and also telephone reference questions can then be handled without the noise disturbing readers.

Shelf space for the growing book collections and the rapidly expanding manuscript collections is dwindling and will require a sizable expansion within a few years.

B. Staff.

The current operations staff requirements - number and level - will be discussed as part of the next budget request. A matter of separate concern, which would affect staffing in the Cataloging Department more than in Special Collections, has to do with the need to find in the General Stacks and to transfer to Special Collections thousands of volumes which should be given protection because of their rarity or importance. Although individual volumes have been so transferred when faculty members or others have brought them to our attention, there has been no opportunity to make a concerted attack on this problem. (The situation is probably similar to Yale's, for example. There they transferred 2,300 volumes from the general stacks to the Beinecke Library last year, as part of a continuing program.)

C. Book and binding funds.

The amount of income of corporation funds provided for book and manuscript purchases and for binding has apparently changed very little over the past several years. This will be studied and initial recommendations made in the next budget request.

Mention should be made here, however, of the fact that a policy decision should be made with reference to the source of funds for the relatively large number of costly archival boxes and manuscript folders ($1,500 per year). Since they are purchased for the protection and preservation of manuscripts, there would be merit in charging them to the Special Collections binding allocation - after the allocation has been increased by the amount needed to accomplish this. Because more than half of the manuscripts are American historical, the additional funds provided could be a mixture of Bancroft and income of corporation. The policy decision to this effect would eliminate the present question - each time a new order for the boxes is being placed - as to what account is to be charged for the order.

III. Columbiana.

A. Statistical Report.

The accompanying sheet gives the pertinent data, pertaining to the size and growth of the collections. It should be noted here, however, that Columbiana's own "Annual Report-Statistics" data sheet for 1967-68 (herewith) has been completely revised and rearranged by Miss Bonnell and Mr. Mixer to bring together related data for greater clarity and ease of use.

B. Summary of the Year's Work.

1. Development and Maintenance of the Collections.

Among the acquisitions were several of note bequeathed by Geraldine Carmalt, a descendant of President Samuel Johnson: (a) a Bible (1572) containing genealogical notes in Johnson's hand, (b) 14 letters written to William Samuel Johnson and to other members of the family, and (c) memorabilia of Samuel Johnson and William Samuel Johnson. 28 honorary-degree hoods of President Grayson Kirk were presented for addition to the fairly sizable collection of academic robes and hoods. Upon the recommendation of Miss Bonnell, a former supplies closet was converted with clothes rods and the entire collection of academic regalia has now been unpacked from assorted boxes and hangs in the new closet.

2. Bibliographic Control.

An index has been prepared for Columbia College Today, vols. 8-16, so that the useful material therein can be located readily. Three manuscript collections were processed: Alexander Smith; contracts and correspondence concerning 1951-53; and Seth Low Junior College correspondence and records (two boxes).

3. Reference and Circulation Services.

Due to the campus disorders from April to June, both attendance figures and use figures showed a decline from the preceding year. The reading room was closed completely on five days between April 22 and May 3. Student demonstrators entered Columbiana on the first night of the occupation in Low Library. Although no damage was done, the ceremonial shovels used at the groundbreaking for Butler Library and Ferris Booth Hall disappeared.

C. Problem Areas.

1. The greatest single need for Columbiana is airconditioning to protect the documents which have come to us from the University's past and the period furniture and paintings purchased by Mr. Prentis and Mrs. Murphy for installation in the King's College Room. Donald Anthony and I believe that the equipment could be installed above the false ceiling of the King's College Room and hence would not mar the appearance of that room or of the Columbiana reading room.

2. The next item in importance is to remove to Columbiana items needed from Room 10 in the basement and then to have the remainder of the material removed as unwanted. Retention of the room is open to question.

3. A specified amount needs to be made available to Columbiana (a) for binding and especially (b) for lamination, microfilming or other preservation for unique historic items which are not replaceable but which are endangered by use. A request for such funds will be made in the next budget.

Eventually the question should be raised with the University administration as to whether a program should be undertaken which would give the central files archival care and control.

IV. Archive of Russian and East European History and Culture,

and

V. Herbert H. Lehman Papers.

The developments and activities in both of the above-indicated collections are well described in the annual reports of the respective curators, which follow.

I. Introduction

In accordance with last year's practice, highlights from some of the separate unit reports will be given here, plus some compilations of budget and other data not otherwise readily available.

II. The Rare Book and Manuscript Collections

A. Development and Maintenance

Among the gift collections which arrived during the year, two were of special significance because of the strength and distinction which they bring to the Libraries' research holdings in their respective areas:

(a) The Alfred and Clarisse Hellman Collection of D. H. Lawrence manuscripts and books;

(b) The Justin O'Brien Papers on Gide.

Paralleling the presentation of collections were gifts of funds for the purpose of enabling the Libraries to buy specific items. Among them were the following:

Donor	Acquisition
The Mary Flagler Cary Charitable Trust	The Book of Revelation. Gutenberg. Gutenberg and Fust, ca. 1454.
	Mattheus de Cracovia. Tractatus Rationis et Conscientiae. Gutenberg. (1460).
	Edward Mac Dowell. Draft of the "Indian Suite".
Corliss Lamont	Letters and manuscripts, etc., of John Masefield.
Columbia College, Class of 1925. (to be a Class gift)	John Jay manuscripts and letters.

The presentation will not actually be made until April, 1970, but the class officers "guaranteed" that the $24,000 would be raised. On the strength of this the University advanced Bancroft funds to enable the purchase to be made.

Sale of duplicates. The policy instituted last year of converting unneeded duplicate books into cash was continued this year. The funds received from the sales to dealers now total about $22,000. The latter, which are in a separate library account, are drawn upon by the Librarian for Rare Books and Manuscripts for the purchase of some items which will add strength to the holdings and for which other book funds would not be available. In this way, for example, we acquired

An auxiliary but important gain has been that the stack shelves long occupied by these duplicates have been freed for other departmental use.

Preservation work. Mention was made in last year's annual report of a project then underway to preserve the Libraries' papyrus collection by mounting the papyri between sheets of safety glass. Although planned originally, when it began on May 28, as a summer operation, it was January 5, 1969, before it was completed. In the precess, Columbia's papyrus inventory had grown in usable size by almost 50 percent. This was chiefly due to the fact that Mr. Lawrence I. Feinberg, who did the work, discovered over 250 papyri and vellum pieces of Egyptian origin which had been acquired years ago but which had not been cataloged or incorporated in the basic collection. Thus the total papyrus collection now numbers over 754 items in series and is described as being one of the finest in the United States.

Binding and Maintenance. The Rare Book and Manuscript Library is moving in the right direction in the year's record for binding, even though the pace needs to be accelerated many times as soon as additional funds can be obtained:

	1968-69	1967-68
Books	286	250
Pamphlet bindings	494	319

Development of the Rare Books and Manuscript holdings. Extracted from the departmental statistical reports are the following data which form part of the official holdings account made by the Coordinator of Cataloging:

	Holdings 1967-68	Added in 1968-69	Withdrawn in 1968-69	Net holdings 6/30/69
(1) Standard printed materials				
Books	228,616	2,007	none	230,623
Printed items, accessible but uncataloged	57,326	1,517	6,201*	52,642
Book dealer/ auction catalogs	ca.13,800	ca. 500	none	ca.14,300
	299,742	4,024	6,201	297,565

* This figure represents the master negatives of Master's essays and Ph.D. dissertations transferred to the Microform Reading Room.

	Holdings 1967-68	Added in 1968-69	Withdrawn in 1968-69	Net holdings 6/30/69
(2) Manuscripts				
Master's essays	4,626	98	none	4,724
Doctoral dissertations	11,076	257	none	11,333
Books, letters, diaries, etc.	4,833	3	none	4,836
	20,535	358	none	20,893
(3) Other materials				
Memoirs (Oral History)	1,199	168	none	1,367
GRAND TOTALS	321,476	4,550	6,201	319,825

Although the final total is lower for 1968-69 than for the preceding year, this was occasioned by the removal of "deadwood", i.e., 6,201 volumes which were unneeded duplicates and had been in the "accessible but uncataloged" category. As stated above, they were converted into cash for buying books and manuscripts not previously in the collections.

Manuscripts. The increase in manuscript items was even greater than in the preceding year:

	1968-69	1967-68
Individual mss.	71	61
New ms. collections	37 (containing 180,00 items)	28 (containing 130,000 items)
Total ms. collections	537 (containing 3,310,000 items)	500 (containing 3,130,000 items)

Budget, 1968-69 (divisional)

A. Personnel

	1968-69		1967-68
Professional (5 2/3)*	$ 54,500		$ 45,950
Supporting staff (7)	20,720		19,260
General Assistants (3 @ 6,300 hrs.)	10,710		10,710
	$ 85,930+	1,260	$ 75,920
		87,190 p.b.	

B. Books, Periodicals and Binding

(1) Income of Corporation		
#293 Special Collections books	$ 2,129	$ 2,430
#294 Special Collections periodicals	500	400
#1293 Special Collections binding	4,500	3,000
	$ 7,129	$ 5,830

*Does not include Coman Leavenworth whose part-time comes from the General Assistants' time.

	1968-69	1967-68
(2) Endowed Accounts		
#4293 Bancroft	$ 5,000	$ 5,000
#297 Special Coll. Dupl. Fund	6,000	none
#429 Epstean Fund	450	710
#450 Kevorkian		2,500
#482 D. E. Smith Fund	5,000	3,890
#483 Strassburger Fund	175	154
#484 Ulmann Fund	960	730
#497 Gonzalez Lodge Fund	9,900	9,900
	$27,485	$22,884
(3) Gift Accounts		
#532 General Purchase of Books	$ 100	$ 100
#533 Friends of Libraries Books	100	100
#536 Engel	1,300	1,300
	$1,500	$1,500
Total budgeted funds for Books, Periodicals and Binding	$36,114	$30,214

Budgeted Funds by Type of Source

A. Income of corporation		
Personnel	$87,190	$75,920
Books, Periodicals & Binding	7,129	5,830
Total	$94,319	$81,750
B. Endowed Funds		
Books, Periodicals & Binding	$27,485	$22,884
C. Gift Funds		
Books, Periodicals & Binding	1,500	1,500
Grand Total of A, B, & C	$123,304	$ 106,134

Purchases. Supplementing the budgeted funds, additional money was made available so that certain books, manuscripts and materials could be secured. The sources were as follows:

	1968-69	1967-68
A. Income of corporation		
#293 Special collections books		
#350 Books and serials		
#6375	543?	
B. Endowed funds		
#400 Bancroft		
#4293 Bancroft		
#450 Kevorkian	1,245?	
C. Gift funds		
#297 Special Collections duplicates		
#531 Halsband gift		
#533 Friends		

Other purchases of items (supplied) were as follows, by category:

Special archival boxes for mss.
White folders for mss.